DOCUMENT RESUME

ED 171 293 IR 007 308

TITLE New York State Library Services to the Legislature.
INSTITUTION New York State Library, Albany.
PUB DATE Jan 79
NOTE 43p.

EDRS PRICE MF01/PC02 Plus Postage.
DESCRIPTORS *Legislators; Library Collections; *Library Guides; Library Networks; Library Reference Services; *Library Services; Publications; *State Libraries
IDENTIFIERS Handbooks; *New York State Library; Request Forms

ABSTRACT

Designed to assist legislators and legislative staff in using the New York State Library more effectively, this handbook provides a description of what the library is, what it has to offer, and how to use it. Specifically, sections are devoted to (1) the Library itself--general facts, descriptions, locations; (2) special services for the legislature--reference and research, orientation and library tours, problems and assistance; (3) library publications and research for the legislature--what is available, "Legislative Trends," requesting research; (4) how to find material in the library--microfiche catalogs, uncataloged collections, computerized data bases; and (5) subject reference services and collections--humanities, law and social sciences, science/health/technology, manuscripts and special collections, library for the blind and physically handicapped, gift and exchange section, how to get state documents, donating legislative publications, and interlibrary loan service. Also included are a list of public library systems, central libraries, and reference and research resources systems; a list of publications, 1971-78; sample request forms; and the floor plan to the Library's seventh floor where its main public service points are. (JD)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

U S DEPARTMENT OF HEALTH,
EDUCATION & WELFARE
NATIONAL INSTITUTE OF
EDUCATION

THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL NATIONAL INSTITUTE OF EDUCATION POSITION OR POLICY

ED171293

NEW YORK STATE LIBRARY SERVICES TO THE LEGISLATURE

by

LEGISLATIVE AND GOVERNMENTAL SERVICES
THE NEW YORK STATE LIBRARY

JANUARY 1979

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY

Joan A. Miller

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC) AND USERS OF THE ERIC SYSTEM."

The University of the State of New York
THE STATE EDUCATION DEPARTMENT
The New York State Library
Cultural Education Center, Empire State Plaza
Albany, New York 12230

IR 007308

NEW YORK STATE LIBRARY SERVICES TO THE LEGISLATURE

INTRODUCTION

This handbook is designed to assist legislators and legislative staff in using the New York State Library more effectively. It provides a description of what the Library is, what it has to offer, and how to use it.

Priority service is given to legislators and their staff. The Library's goal is to provide fast, courteous service from all sections at all times. Should this not be the case or should you have a special problem, or comments and suggestions for improving our service, please contact Mrs. Jacqueline Enequist, Principal Librarian, Legislative and Governmental Services, at 474-3940 or Peter Paulson, Director of the State Library, at 474-5930.

TABLE OF CONTENTS

Telephone Listings	Front Cover (Inside)
Introduction	i
New York State Library	1
General Services	1
Legislative Services	1
Collection Size and Specialties	1
Location of Library	2
Location of Services	2
Hours of Service	2
Service After Hours	3
Confidential Service	3
Contacting the Library	3
Courier Service	4
Borrower's ID Card	4
What May Be Borrowed	4
Length of Loan	5
Reading and Study Areas	5
Materials Areas and Offices	5
Books: Closed Stacks	5
Books: Open Stacks	5
Serials	5
Microforms	5
Manuscripts and Special Collections and the Archives	6
Offices	6
Special Services for the Legislature	
Legislative and Governmental Services	7
Reference and Research	7
Orientation and Library Tours	8
Problems and Special Assistance	8
Library Publications and Research for the Legislature	9
What is Available	9
Legislative Trends	9
Requesting Research	9
How to Find Material in the Library	10
Microfiche Catalogs	10
Uncataloged Collections	11
Computerized Data Bases	11
Subject Reference Services and Collections	12
Humanities Reference Service	12
Law and Social Sciences Reference Service	13
Science, Health Sciences and Technology Reference Service	14
Manuscripts and Special Collections Reference Service	14
Library for the Blind and Physically Handicapped	15
Gift and Exchange Section	15
How to Get State Documents	16
Donating Legislative Publications	16
Interlibrary Loan Service	16
Meeting Your Own District Library Needs	17

List of Systems and Central Libraries 19
List of Publications - by Year 26
Publications Request 30
Bibliographic Research Request 31
Floor Plan of Library Back Cover (inside)

NEW YORK STATE LIBRARY SERVICES TO THE LEGISLATURE

THE NEW YORK STATE LIBRARY The New York State Library, established by the Legislature in 1818, is one of the largest and most comprehensive libraries in the country and has one of the Nation's outstanding research collections. The Library has the distinction of being the only State Library which qualifies for membership in the Association of Research Libraries, a select group of the major research libraries in the country.

GENERAL SERVICES The New York State Library offers reference, research and information services and library materials directly to all branches of State government. Materials may be borrowed from almost any library in New York State through the statewide interlibrary loan network if the State Library does not have the material required.

LEGISLATIVE SERVICES Information and lending services have been provided to the Legislature, Executive and Judiciary as the major priority from the Library's opening in 1819. A Legislative Reference Library was established in 1891 in recognition of the special needs of the Legislature. With the Library's move to the Cultural Education Center in 1978, Legislative and Governmental Services, comprised of Legislative Service and State Agency Service units, was created to develop improved response and better services meeting the vastly broadened and increased information needs of today's New York State Legislature.

COLLECTION SIZE AND SPECIALTIES The Library's collection consists of over 4.5 million items, including books, periodicals, newspapers, maps, manuscripts, microforms, and documents. Research strengths have been developed in the areas of law, education, medicine, science and technology, United States and New York State history, bibliography, the humanities, psychology, social sciences and economics.

LOCATION OF LIBRARY

The State Library's main public service points are on the seventh floor (A floor plan is on the inside back cover of this handbook.) of the Cultural Education Center, located at the south end of the Empire State Plaza. The Concourse runs directly into the Center, going under Madison Avenue, so the Library may be reached from the Capitol and Legislative Office Building without going outdoors.

LOCATION OF SERVICES

On the seventh floor, exiting to the left from the elevator lobby, are the Information Desk, the microfiche catalogs, terminals of the on-line computerized catalog and the public service points of the three primary Reference Services.

1) LAW AND SOCIAL SCIENCES REFERENCE SERVICE

(includes the former law, government and public affairs, and education libraries' collections).

2) SCIENCE, HEALTH SCIENCES, AND TECHNOLOGY REFERENCE SERVICES

(includes the former medical and the science and technology libraries' collections).

3) HUMANITIES REFERENCE SERVICE

(includes the former general reference and American local history and genealogy collections).

By exiting from the elevator lobby to the right, you will find the Circulation Desk (where materials are returned and borrowed) and the public service points for:

1) LEGISLATIVE AND GOVERNMENTAL SERVICES
2) AMERICAN LOCAL HISTORY AND GENEALOGY COLLECTION
3) LIBRARY FOR THE BLIND AND VISUALLY HANDICAPPED
4) THE LIBRARY'S ORIENTATION AND SEMINAR ROOM

HOURS OF SERVICE

The State Library is open from 9 a.m. to 5 p.m. daily, Monday through Fridays, except for legal holidays.

SERVICE AFTER HOURS

When the Library is closed a message or request may be recorded on the telephone answering/recording service for the Legislature. Please give clearly your name, spelling it out, your telephone number and your request. When the Library reopens, your request will be referred to a librarian for answer. The telephone number is 474-3940.

CONFIDENTIAL SERVICE

It is the policy of the State Library to regard all services to users as confidential. The Library does not use the name of a borrower in requesting any material on interlibrary loan and will not release the name of a borrower to any person or outside authority except by court order. If material or information is being requested outside the Library and identification of the borrower is required, we will either ask your permission to identify you or ask you to deal directly with the agency. Efforts far beyond normal library usage are made to provide absolute confidentiality for the Library's State government clients: legislative, executive and judicial.

CONTACTING THE LIBRARY

TELEPHONE: Some of the Library's telephone numbers are listed on the inside front cover of this handbook. If you are not sure to which unit or to which person you need to speak, call Legislative and Governmental Services, 474-3940, or the Service's 7th floor public service point, 474-5162.

MAIL: The State Library is served by the Office of General Services' interagency mail service. The Library's interagency mailing address is:

STATE LIBRARY
CULTURAL EDUCATION CENTER
EMPIRE STATE PLAZA

The Library's U.S. Post Office mailing address is:

NEW YORK STATE LIBRARY
THE STATE EDUCATION DEPARTMENT
CULTURAL EDUCATION CENTER
EMPIRE STATE PLAZA
ALBANY, NEW YORK 12230

COURIER SERVICE

Courier service is provided from the Library to the Legislature twice daily during the Session and once daily between Sessions. The courier usually leaves the Library at 9:30 a.m. and 3 p.m. In the morning, delivery is made only to the Capitol and Legislative Office Building post offices In the afternoon, delivery can be made to legislative offices directly, including the Capitol, Legislative Office Building, Twin Towers, A. E. Smith State Office Building, 111 Washington Avenue, and other locations with legislative offices around the Plaza complex. The courier can also pick up urgent items, such as a recalled book for return to the Library, if notification is given at least one half hour before delivery time. Telephone 474-3940 to request pick-up.

BORROWER'S ID CARD

Legislative ID cards, carrying personal photographs, may be used to borrow books from the Library. However, only cards issued to permanent annual staff and to Session employees working for the full Session may be so used, as only such employees are eligible to borrow. Anyone may, of course, use material in the Library.

Any eligible borrower may obtain a library card upon request and completion of an application card.

WHAT MAY BE BORROWED

Most library materials may be borrowed from the Library for official duty use. However, for obvious reasons, reference, rare, archival, and fragile materials are not loaned. In some cases, photocopies of the desired material may be provided in lieu of lending the original copy. Periodicals, for instance, are never circulated; they may be used in the Library or may be photocopied for out-of-library use. Photocopies within a reasonable number of pages are provided free of charge for official state government use.

Items not available in the State Library's collection will be borrowed upon request from another library through the State Interlibrary loan Network or will be purchased by the State Library whenever possible. In many cases the Library can supply other items on the same subject or find the required information in other

sources. The client should indicate whether the specific item is required or if a substitute would be satisfactory.

LENGTH OF LOAN — Materials may be borrowed for four weeks and may be renewed once for an additional two weeks, provided the item is not reserved for another borrower. Materials in heavy demand may be placed on a limited loan period of one or two weeks. Arrangements may be made to borrow on longer-term loan in special circumstances under certain limitations. Further information is available from Mrs. Jacqueline Enequist, Principal Librarian for Legislative and Governmental Services, by calling 474-3940.

READING AND STUDY AREAS — The general reading area is on the 7th floor facing north beyond the Reference Services desks. In addition, reading tables will be found in scattered convenient locations.

MATERIALS AREAS AND OFFICES — The Library presently occupies part of the basement, floors 6, 7 and 8 and part of 11. Library Administration and Library Development offices are on 10.

BOOKS: CLOSED STACKS — A three level multi-tier stack in the basement stores older and less used materials. At present the 8th floor is also closed, but it is intended to have this stack area open for public use as soon as possible.

BOOKS: OPEN STACKS — Most material on the 7th floor, including almost the whole law collection and a large part of the reference collection (some of which must be restricted because of rarity or fragility) is available to the public.

SERIALS — Current serials (periodicals, journals and other serially issued materials) are stored on the 6th floor, making them more quickly accessible.

MICROFORMS — A major portion of the collection in the format of microfilm, microfiche and microcards is available through the service desk in the microform area on the 7th floor. Readers are in the same area. The Library is acquiring a great deal of material in microform and now has a collection of approximately 2

million items. As more and more material is available in this format, this collection will continue to grow and form an even more important part of the collection.

MANUSCRIPTS AND SPECIAL COLLECTIONS AND THE STATE ARCHIVES — This highly specialized collection shares part of the 11th floor with the recently created State Archives, using a joint reading room.

OFFICES — Most Library staff offices are on the 6th floor. The administrative offices (State Librarian and Assistant Commissioner for Libraries and the Library's Director) are on the 10th floor.

SPECIAL SERVICES FOR THE LEGISLATURE

LEGISLATIVE AND GOVERNMENTAL SERVICES

The breadth of legislative interest has expanded over the years until subjects cover almost the total range of the Library's collections. In reorganizing the Library, special consideration was given to meeting the needs of State government, with particular emphasis on service to the Legislature.

REFERENCE AND RESEARCH

Requests for reference assistance should go to the Reference Service in whose area the subject falls. Legislation, New York State documents, bill jackets, government, public affairs, law, education and the social sciences in general are covered by the Law and Social Science Reference Service. Science, Health Sciences and Technology Reference Service includes the various sciences, medicine, public health and applied science. New York State history and genealogical materials are the province of the American History and Genealogy section of the Humanities Reference Service. Manuscripts and other rare materials, as well as special collections such as maps, prints, historical posters and other special items are found in the Manuscripts and Special Collections Reference Service. All subjects not assigned to a specific Reference Service are dealt with by the Humanities Reference Service. Archival material of the government of New York State formerly in the State Library has been turned over to the recently created State Archives (telephone 474-8955) and much additional material is being acquired. If there is a question as to the proper Service, call Legislative and Governmental Services for assistance (474-3940).

Requests for bibliographic or other long-term research in printed sources should be referred to Legislative Service (474-3940 or 474-5162). Reading lists, fact sheets, and bibliographies on specific subjects may be requested. A considerable amount of such material is already available. A list of publications and an order form can be

found in the back of this handbook, as well as a research request form. Assistance for researchers in using the Library collections is also available, and questions involving considerable library research should be referred here.

ORIENTATION AND LIBRARY TOURS

Tours of the new Library may be scheduled for groups of 5 to 20 at any convenient time. Regularly scheduled tours are available at 10 a.m. on Tuesday and 2 p.m. on Friday. To reserve a place, telephone 474-3940.

Orientation in using the Library for new staff and interns can be scheduled for groups of 5 or more.

PROBLEMS AND SPECIAL ASSISTANCE

If there are problems or difficulties in using the Library or special information or assistance is required, contact Mrs. Jacqueline Enequist, Principal Librarian for Legislative and Governmental Services, at 474-3940.

LIBRARY PUBLICATIONS AND RESEARCH FOR THE LEGISLATURE

WHAT IS AVAILABLE — A list of the bibliographies, reading lists (Topic), fact sheets (Target), research guides (Spotlight) and other publications prepared for the Legislature by the researchers of Legislative and Governmental Services appears at the end of this handbook. An order form is also included. These publications have been sent to Members and legislative staff as published. A number are no longer in print, but a photocopy is available upon request. Many have been superseded by later publications.

LEGISLATIVE TRENDS — Legislative Trends, published monthly, is a listing of new materials received in the Library that are of particular interest to the Legislature. It is sent automatically to each Member and a considerable number of offices. Request cards are in the back of each issue to simplify borrowing any item listed, except for a few that do not circulate.

REQUESTING RESEARCH — Legislative and Governmental Services has a small staff of researchers and librarians that will compile reading lists, bibliographies, fact sheets based on library research, research guides, and, when possible, do research in library materials in answer to specific questions of a relatively precise nature. The unit is not staffed for major research projects, nor for original research; but rather, the Library researchers complement the work of legislative researchers by pulling together material on a subject from the Library's collections to provide a short objective statement giving the gist of information available on the subject, listing important materials available and indicating useful sources.

A form for requesting research will be found in the back of this booklet for your use, but it may be more useful to contact the unit (474-3940 or 474-5162) to discuss your request to assure that the the information provided meets your needs and your deadlines.

HOW TO FIND MATERIAL IN THE LIBRARY

MICROFICHE CATALOGS

The Library no longer maintains the 2,496 drawer public card catalog. As an interim step to a fully computerized catalog accessible through computer terminals, the Library presently has its catalogs on microfiche and, in a limited way, on a computer. Copies of these microfiche catalogs are available in a number of areas on the Library's seventh floor, including Legislative and Governmental Services. There are basically four catalogs.

1 - Current catalog cumulation and supplement covers books published after 1975. There is a basic cumulation which is updated on a regular schedule. Then, as other books are added, these are listed in the supplement, which will in turn become part of the cumulated catalog.

2 - Retrospective catalog is the old card catalog photographed and placed on 1,620 microfiche cards. This catalog covers books, magazines and government publications in the Library before 1975. Please note: date cannot be used as an infallible guide. The Library may add a book published in 1878 just after one published in 1978. It may, therefore, be necessary to search all parts for older books.

3 - Serials master list and serials supplement list active serials (magazines, journals, annual reports and other material published in series) currently being received by the Library. Documentary serials are being added to the catalog. Check this catalog first. If the serial you are looking for is not listed, check with a librarian, as a manually maintained Kardex file can also be checked for non-current serials.

4 - DACS (DOCUMENT ACCESS) list, which lists local, state, Federal, and international documents as they are received, and prior to cataloging. After

cataloging, these items are listed in the current catalog. DACS is a method of providing quick access to documents by title and key words.

The Library now has the first information available on the computerized catalog for on-line searching. The terminals are in the 7th floor reference area and are in use for author/title and title searching. The information available is still limited although more is being added daily. Subject searching will be possible in the future.

In the meantime, if you find use of the microfiche catalogs difficult, please ask for assistance at either the Information Desk or in Legislative and Governmental Services.

UNCATALOGED COLLECTIONS

Access to some collections not yet cataloged is through A Guide to Uncataloged Resources in the New York State Library, a guide in looseleaf format. This guide includes the location of some unusual materials. If you are looking for a particular item not in the micro iche catalogs, but which you think the Library might have, ask assistance from a librarian.

COMPUTERIZED DATABASES

The Library has access to about 30 computerized on-line information banks. These are listed with information as to their content in Computerized Databases and Computer-Produced Literature Searches in the New York State Library produced by Legislative and Governmental Services, available in that area on the 7th floor. Among those of greatest interest and usefulness to the Legislature are the New York Times Information Bank (general information covering far more publications than the New York Times) and ERIC which covers a great variety of material on education. A service desk is available in the area to the left of the elevator for requesting searches, and is manned at the busiest hours.

SUBJECT REFERENCE SERVICES AND COLLECTIONS

The Reference Services have a major collection of reference materials of all types, but also use the resources of the whole Library. Law and Social Sciences Reference Service is usually of the greatest assistance to Legislative researchers and staff since their subject fields deal with law and social sciences, including government, public affairs, and education. However, many questions require information from a variety of fields of knowledge. If unsure of where to start, Legislative and Governmental Services can assist you by referring you to the most likely Reference Services source.

General information on each of the Reference Services such as location, telephone number, specialized services and collection strengths follows.

HUMANITIES REFERENCE SERVICE — Humanities Reference Service is on the seventh floor to the left as you exit from the elevator lobby. (See floor plan on back cover.) The phone number is 474-5958.

Specialized Services — Reference service is provided in all fields except those assigned to the other more specialized reference services. Staff in this unit also provides assistance in the use of the microfiche catalogs and bibliographic finding aids.

Collection — This service handles the largest bulk of the collections, including national and international encyclopedias. Subject areas include humanities, psychology, sociology, economics, history and agriculture. Business and investment manuals, directories and telephone books, biographical materials and abstracts in many fields are located here. Of particular interest will be News Bank, a collection of recent articles dealing with urban and public affairs from newspapers in all parts of the United States on microfiche. There are 13 different indexes in such fields as business and economics, housing, urban renewal and education. Ancestor hunting, always a popular sport, is excellent in the American Local History and Genealogy

section. Major emphasis on New York State history, of course, is the main feature. This section of Humanities Reference Service is located to the right from the elevator lobby.

LAW AND SOCIAL SCIENCES REFERENCE SERVICE

The Law and Social Sciences Reference Service is located to the left from the elevator lobby. The major portion of the Library's extensive law collection is on the seventh floor, running the full length of the Library on the west side behind the public elevators. The telephone number is 474-5943.

Specialized Services

A primary function of this service is providing information for legislative, executive and judicial planning and policy-making as well as information on education and special resources available in the State Education Department.

Collection

This collection includes materials of all types in the fields of political science, government organization and administration, public finance, and constitutional history, all with special emphasis on New York State.

There is an extensive collection of government documents including manuals, directories, legislative journals and documents, and financial reports of New York State, other states, and some foreign countries.

Materials available include those on legislative intent for both New York State and Federal legislation and the Governor's Bill and Veto Jackets (for the years, 1905, 1921-74) containing memoranda, correspondence and reports supplied for the Governor's information in approving or disapproving a legislative bill. The Bill and Veto Jackets, which are unique, are now available on microfiche and the irreplaceable originals have been transferred to the State Archives. Microfilm copies of all New York State bills from 1830 to the current session are also available.

The Law Collection is shelved largely by form (codes, reporter series, journals, texts, etc.). A special floor plan of the collection is available. This collection is especially strong in English language legal materials, including Federal, state,

and foreign statutes and case reports; legal treatises and periodicals; constitutions and constitutional records of all states; and records and briefs of the New York State Appellate Courts.

There is also collection strength in education administration, finance, and teaching methods as well as general material on education. There is a comprehensive collection and back files of catalogs of leading American academic institutions, with particular emphasis on New York State.

SCIENCE, HEALTH SCIENCES AND TECHNOLOGY REFERENCE SERVICE

Science, Health Sciences, and Technology Reference Service is located to the left, exiting from the elevator lobby, on the seventh floor. The telephone number is 474-7040.

Specialized Service

Part of a State and national library network for medical information serving medical institutions, this unit also participates in the service program of the National Library of Medicine's Regional Medical Program and Regional Medical Library Program. Reference and research in patents and government specifications, as well as other scientific fields, are here.

Collection

Materials on health services, including public health, engineering, chemistry, biology, physics and mathematics are available. There are also extensive holdings of government technical reports, NTIS (National Technical Information Service), and patents on microfiche, and indexes and abstracts in these fields.

MANUSCRIPTS AND SPECIAL COLLECTIONS REFERENCE SERVICE

Manuscripts and Special Collections Reference Service is located on the eleventh floor of the Cultural Education Center, together with the State Archives, to provide greater security for these valuable materials. The telephone number is 474-6281.

Specialized Service

Searches of non-current New York State and early Federal census records for New York State are done by this unit.

Collection

This collection, which is not shelved as a part of the regular Library materials, includes manuscripts and other material pertaining to the history of the State and the colonies of New York and New Netherlands. Many rare and

historical maps, posters, and other graphic materials, with emphasis on New York State, are in this collection in addition to the printed and manuscript materials. With the establishment of the State Archives in 1971, archival material of New York government, previously collected and preserved by the Library, has been turned over to the Archives.

LIBRARY FOR THE BLIND AND VISUALLY HANDICAPPED

The Library for the Blind and Visually Handicapped is located in the basement of the Cultural Education Center. As the largest mailer in Albany, serving all the blind and visually handicapped in New York State (with the exception of Long Island and New York City), the library has been placed close to the shipping docks. A public service area is available on the seventh floor that has available special equipment for the blind. The telephone number is 474-5935.

Specialized Service

This library circulates materials in special formats (braille, records, audio cassettes) directly to readers. Toll free calls may be made from any place in New York State by calling 800-342-3688. During office hours calls from the Albany area should be made to 474-5935.

Very special aids for the blind are available in the seventh floor public service area. The Kurzweil machine, which reads print aloud, is of particular interest as it gives the blind freedom to "read" most printed materials without another person as "reader". For those with a vestige of sight the Visualtek machine will magnify print (on a TV-like screen) to giant size. For appointments to use these special machines, phone 474-7861.

GIFT AND EXCHANGE SECTION

This section is responsible for establishing exchanges of documents with other governments on a worldwide as well as nationwide basis. New York State government publications are distributed in return for those of other governments.

Checklist of State Publications

The official listing of New York State publications, the Checklist of Official Publications of the State of New York, is prepared

by this section on a monthly basis. If you would like your office to be placed on the mailing list, please call Legislative and Governmental Services, telephone 474-3940.

HOW TO GET STATE DOCUMENTS — For some State publications, Gift and Exchange Section may receive a quantity for distribution to State documents depositories and others. To get a copy of a State document, call Legislative and Governmental Services (474-3940). If copies are available for distribution one will be sent to you.

DONATING LEGISLATIVE PUBLICATIONS — Although the State Library receives copies of many legislative publications not all are received, and the use of photocopying for many items is compounding this problem. If there are committee reports, studies, special reports or any publication that should be available for the future in the State Library, please send 5 copies, if possible, (but at least 1 or 2) with a note giving your name, telephone number, and mailing address to Gift and Exchange Section, New York State Library, Cultural Education Center, Albany (New York 12230). The State Library maintains the official and most complete collection of New York State documents. Your assistance will be appreciated not only by the Library, but future Legislative Committees that may frantically search for that particular report or study 5 or 10 years from now.

If you would like to make 200 (or more) copies available for distribution to statewide depository libraries, call 474-5953. Pick-up can be arranged.

INTERLIBRARY LOAN SERVICE — In addition to being able to borrow directly from the State Library, the Legislature has access to the collections of other major libraries in New York State through the NYSILL (New York State Interlibrary Loan) network.

Interlibrary Loan Network — This statewide library network can be particularly useful for district office needs, as requests can be made through any local public library.

NYSILL is a sophisticated system in which material requested is sought at increasingly higher levels, including the State Library and 12 other major research libraries:

American Museum of Natural History

Brooklyn Public Library

Buffalo and Erie County Public Library

Columbia University

Cornell University

Engineering Societies Library

Monroe County Library System

New York Academy of Medicine

The New York Public Library

New York University

Teachers College

Union Theological Seminary

Of course, such a system is not intended to obtain the latest best-seller or material for a youngster's school theme. But for those persons with a need for research materials for a serious purpose, such as information in relation to legislation, this system can be invaluable.

MEETING YOUR OWN DISTRICT LIBRARY NEEDS

If library information or research materials are required when not in Albany, the quickest source is often the local nearby public or academic library. A request through your local public library can be sent to the system or the system's central library which can often locate the material in the region. If not, ask that your request be forwarded to the State Library by teletype and then into the NYSILL network. When located, the material will be sent to the local library for you. Of course, you may always request directly of the State Library, but this may take longer if the material is of a kind to be available in larger collections locally.

A list of the systems and central libraries is printed on page 19 so they may be contacted directly. Many legislators receive requests from constituents for information or material that can be provided best and most quickly at the system level. In fact, some requests are for material that a research library such as the State Library is least equipped to provide.

If at any time you need assistance with your own or constituent requests contact Legislative and Governmental Services at the State Library (518) 474-3940.

PUBLIC LIBRARY SYSTEMS, CENTRAL LIBRARIES AND REFERENCE AND RESEARCH RESOURCES (3 R's) SYSTEMS

County	Public Library System	Telephone	Central Library	Telephone	Reference and Research Resources System
Albany	Upper Hudson Library Federation	(518) 449-3387	Albany Public Library	(518) 449-3380	Capital District
Allegany	Chemung-Southern Tier Library System				South Central
	Southern Tier	(607) 962-3141	Corning Public Library	(607) 936-3713	
Bronx	New York Public Library	(212) 790-6262			Metro
	The Branch Libraries	(212) 790-6434	Mid-Manhattan Library	(212) 790-6434	
	The Research Libraries	(212) 790-6254	Main Library (5th Ave. and 42nd St.)	(212) 790-6254	
Broome	Four County Library System	(607) 723-8236	Binghamton Public Library	(607) 723-6457	South Central
Cattaraugus	Chautauqua-Cattaraugus Library System	(716) 484-7135	Olean Public Library	(716) 372-0200	Western New York
Cayuga	Finger Lakes Library System	(607) 273-4074	Tompkins County Public Library, Ithaca	(607) 274-5304	South Central
Chautauqua	Chautauqua-Cattaraugus Library System	(716) 484-7135	Prendergast Free Library, Jamestown	(716) 484-7135	Western New York
Chemung	Chemung-Southern Tier Library System				South Central
	Chemung County	(607) 737-2947	Steele Memorial Library, Elmira	(607) 737-2947	

County	Public Library System	Telephone	Central Library	Telephone	Reference and Research Resources System
Chenango	Four County Library System	(607) 723-8236	Binghamton Public Library	(607) 723-6457	South Central
Clinton	Clinton - Essex - Franklin Library	(518) 563-5190	Plattsburgh Public Library	(518) 563-0921	North Country
Columbia	Mid-Hudson Library System	(914) 471-6060	Adriance Memorial Library, Poughkeepsie	(914) 485-4790	Southeastern
Cortland	Finger Lakes Library System	(607) 273-4074	Tompkins County Public Library, Ithaca	(607) 274-5304	South Central
Delaware	Four County Library System	(607) 723-8236	Binghamton Public Library	(607) 723-6457	South Central
Dutchess	Mid-Hudson Library System	(914) 471-6060	Adriance Memorial Library, Poughkeepsie	(914) 485-4790	Southeastern
Erie	Buffalo and Erie County Public Library	(716) 856-7525	Buffalo and Erie County Public Library	(716) 856-7525	Western New York
Essex	Clinton - Essex - Franklin Library	(518) 563-5190	Plattsburgh Public Library	(518) 563-0921	North Country
Franklin	Clinton - Essex - Franklin Library	(518) 563-5190	Plattsburgh Public Library	(518) 563-0921	North Country
Fulton	Mohawk Valley Library Association	(518) 355-2010	Schenectady Public Library	(518) 382-3500	Capital District
Genesee	Nioga Library System	(716) 434-6167	Niagara Falls Public Library	(716) 278-8041	Western New York

County	Public Library System	Telephone	Central Library	Telephone	Reference and Research Resources System
Greene	Mid-Hudson Library System	(914) 471-6060	Adriance Memorial Library, Poughkeepsie	(914) 485-4790	Southeastern
Hamilton	Southern Adirondack Library System	(518) 584-7300	Crandall Library, Glens Falls	(518) 792-6508	Capital District
Herkimer	Mid-York Library System	(315) 735-8328	Jervis Library Association, Rome	(315) 336-4570	Central New York
Jefferson	North Country Library System	(315) 782-5540	Flower Memorial Library, Watertown	(315) 788-2352	North Country
Kings	Brooklyn Public Library	(212) 636-3111	Brooklyn Public Library	(212) 636-3111	Metro
Lewis	North Country Library System	(315) 782-5540	Flower Memorial Library, Watertown	(315) 788-2352	North Country
Livingston	Pioneer Library System, Livingston County	(716) 226-2770	Rochester Public Library	(716) 428-7300	Rochester
Madison	Mid-York Library System	(315) 735-8328	Jervis Library Association, Rome	(315) 336-4570	Central New York
Monroe	Pioneer Library System, Monroe County	(716) 428-7347	Rochester Public Library	(716) 428-7300	Rochester
Montgomery	Mohawk Valley Library Association	(518) 355-2010	Schenectady County Public Library	(518) 382-3500	Capital District
Nassau	Nassau Library System	(516) 292-8920	Levittown Public Library East Meadow Public Library	(516) 731-5728 (516) 794-2570	Long Island

County	Public Library System	Telephone	Central Library	Telephone	Reference and Research Resources System
New York	New York Public Library	(212) 790-6262			Metro
	The Branch Libraries	(212) 790-6434	Mid-Manhattan Library	(212) 790-6434	
	The Research Libraries	(212) 790-6254	Main Library (5th Ave. and 42nd St.)	(212) 790-6254	
Niagara	Nioga Library System	(716) 437-6167	Niagara Falls Public Library	(716) 278-8041	Western New York
Oneida	Mid-York Library System	(315) 735-8328	Jervis Library Association, Rome	(315) 336-4570	Central New York
Onondaga	Onondaga County Public Library	(315) 473-2702	Onondaga County Public Library, Syracuse	(315) 473-4489	Central New York
Ontario	Pioneer Library System, Ontario County	(315) 331-2143	Rochester Public Library	(716) 428-7300	Rochester
Orange	Ramapo Catskill Library System	(914) 343-1131	Newburgh Public Library	(914) 561-1836	Southeastern New York
Orleans	Nioga Library System	(716) 434-6167	Niagara Falls Public Library	(716) 278-8041	Western New York
			Lockport Public Library	(716) 433-5935	
Oswego	North Country Library System	(315) 782-5540	Flower Memorial Library, Watertown	(315) 788-2352	North Country
Otsego	Four County Library System	(607) 723-5236	Binghamton Public Library	(607) 723-6457	Central New York
Putnam	Mid-Hudson Library System	(914) 471-6060	Adriance Memorial Library, Poughkeepsie	(914) 485-4790	Southeastern New York

County	Public Library System	Telephone	Central Library	Telephone	Reference and Research Resources System
Queens	Queens Borough Public Library	(212) 990-0700	Queens Borough Public Library	(212) 990-0700	Metro
Rensselaer	Upper Hudson Library Federation	(518) 449-3387	Albany Public Library	(518) 449-3380	Capital District
Richmond	New York Public Library	(212) 790-6262			Metro
	The Branch Libraries	(212) 790-6434	Mid-Manhattan Library	(212) 790-6434	
	The Research Libraries	(212) 790-6254	Main Library (5th Ave. and 42nd St.)	(212) 790-6254	
Rockland	Ramapo Catskill Library System	(914) 343-1131	Newburgh Public Library	(914) 561-1836	Southeastern New York
St. Lawrence	North Country Library System	(315) 782-5540	Ogdensburg Public Library	(315) 393-4325	North Country
Saratoga	Southern Adirondack Library System	(518) 584-7300	Crandall Library, Glens Falls	(518) 792-6508	Capital District
Schenectady	Mohawk Valley Library Association	(518) 355-2010	Schenectady County Public Library	(518) 382-3500	Capital District
Schoharie	Mohawk Valley Library Association	(518) 355-2010	Schenectady County Public Library	(518) 382-3500	Capital District
Schuyler	Chemung-Southern Tier Library System				South Central
	Southern Tier	(607) 962-3141	Corning Public Library	(607) 936-3713	
Seneca	Finger Lakes Library System	(607) 273-4074	Tompkins County Public Library, Ithaca	(607) 274-5304	South Central

County	Public Library System	Telephone	Central Library	Telephone	Reference and Research Resources System
Steuben	Chemung-Southern Tier Library System Southern Tier	(607) 962-3141	Corning Public Library	(607) 936-3713	South Central
Suffolk	Suffolk Cooperative Library System	(516) 286-1600	Patchogue-Medford Library	(516) 475-0495	Long Island
Sullivan	Ramapo Catskill Library System	(914) 343-1131	Newburgh Public Library	(914) 561-1836	Southeastern
Tioga	Finger Lakes Library System	(607) 273-4074	Tompkins County Public Library, Ithaca	(607) 274-5304	South Central
Tompkins	Finger Lakes Library System	(607) 273-4074	Topmkins County Public Library, Ithaca	(607) 274-5304	South Central
Ulster (part)	Mid-Hudson Library System	(914) 471-6060	Adriance Memorial Library Poughkeepsie	(914) 485-4790	Southeastern
Ulster (part)	Ramapo Catskill Library System	(914) 343-1131	Newburgh Public Library	(914) 561-1836	Southeastern
Warren	Southern Adirondack Library System	(518) 584-7300	Crandall Library, Glens Falls	(518) 792-6508	Capital District
Washington	Southern Adirondack Library System	(518) 584-7300	Crandall Library, Glens Falls	(518) 792-6508	Capital District
Wayne	Pioneer Library System, Wayne County	(315) 331-2143	Rochester Public Library	(716) 428-7300	Rochester

County	Public Library System	Telephone	Central Library	Telephone	Reference and Research Resources System
Westchester	Westchester Library System	(914) 761-7620	Mount Vernon Public Library	(914) 688-1840	Metro
Wyoming	Pioneer Library System, Wyoming County	(716) 226-2770	Rochester Public Library	(716) 428-7300	Rochester
Yates	Chemung-Southern Tier Library System Southern Tier	(607) 962-3141	Corning Public Library	(607) 936-3713	South Central

LIST OF PUBLICATIONS

The following publications have been developed for the use of the Legislature. An order form is to be found at the end of this list for your use.

1975 and earlier items are no longer maintained in supply, but photocopies can be made if one or more is in a field of your interest. Also included is a form for ordering bibliographic research. All publications are done on an objective basis and are distributed to all Members of the Legislature, committees, and to other staff.

The following types of research publications are available:

Topic:	Reading lists on specific subjects, covering approximately 25-35 carefully selected documents, books, periodical articles, and other library resources.
Target:	An objective short statement of the pros and cons of an issue, based on research in materials available in the State Library, and indicating sources.
Bibliography:	A listing based on broad and deep bibliographic research, covering approximately 100-150 selected items on the various facets of a major subject.
Sources:	Listing of sources in the State Library in special formats, such as computerized data bases, looseleaf services, or items useful in special subject research.
Spotlight:	A guide for research in the State Library on particular subjects, permitting a researcher to study the subject at any depth desired.

1978

Order Number	
1	Abortion Funding: General (Topic #14.1)
2	Abortion Funding: Selected Case Law (Topic #14.2)
3	Alternatives to Litigation: General (Topic #17.1)
4	Alternatives to Litigation: Family Problems and Consumer/Business Disputes (Topic #17.2)
5	Alternatives to Litigation: Community Forums (Topic #17.3)
6	Alternatives to Litigation: Medical Malpractice Cases (Topic #17.4)
7	Beverage Container Legislation: General/Federal Interest (Topic #22.1)
8	Beverage Container Legislation: New York/Other States (Topic #22.2)
9	Casino Gambling: General/New York State (Topic #21.2)
10	Casino Gambling: New Jersey/Nevada (Topic #21.2)

Order Number	
11	The Cities: General (Topic #15.1)
12	The Cities: Economics (Topic #15.2)
13	The Cities: Industrial Location Decisions; Employment/Unemployment (Topic #15.3)
14	The Cities: Growth and Non-Growth (Topic #15.4)
15	The Cities: Impact of Federal and State Actions (Topic #15.5)
16	The Cities: Industrial/Economic Development & Redevelopment (Topic #15.6)
17	The Cities: New York City in Crisis Pre-1976 (Topic #15.7)
18	The Cities: New York City in Crisis 1976-- (Topic #15.8)
19	The Cities: Regional Coordination and Perspectives (Topic #15.9)
20	The Cities: Revitalizing Central Business Districts (Topic #15.10)
21	The Cities: Serials (Topic #15.11)
22	Computerized Databases and Computer-Produced Literature Searches in the New York State Library (Miscellaneous Publications/Sources #3)
23	Cost of Crime (Topic #19)
24	Economic Development of Smaller Cities, Towns, and Other Exurban Areas (Bibliography #75)
25	Economic Development of Smaller Cities, Towns, and Other Exurban Areas: Financial Concerns (Topic #13.1)
26	Economic Development of Smaller Cities, Towns, and Other Exurban Areas: New York and Other Northern Areas (Topic #13.2)
27	Economic Development of Smaller Cities, Towns, and Other Exurban Areas: Experiences of Other States (Topic #13.3)
28	The Economic Revitalization of Rural Areas (Target, vol. 2 #1)
29	Loose-Leaf Services in the New York State Library (Miscellaneous-Publication/Sources #4)
30	Non-Nuclear Power Plant Siting: General and Socioeconomic Aspects (Topic #20.1)
31	Non-Nuclear Power Plant Siting: Environmental Aspects (Topic #20.2)
32	Non-Nuclear Power Plant Siting: The States (Topic #20.3)
33	Restitution in Criminal Justice (Topic #18)
34	Tourism and Recreation: General (Topic #16.1)
35	Tourism and Recreation: Planning (Topic #16.2)
36	Tourism and Recreation: Economic and Environmental Impacts; Research (Topic #16.3)
37	Tourism and Recreation: The Arts; Trails; Water (Topic #16.4)
38	Tourism and Recreation: Federal, State, and Local Interest. Energy Considerations. Promotion (Topic #16.5)
39	Women as Victims of Violence: Battered Wives/Rape (Bibliography #74)

1977

40	Bank Credit Cards (Bibliography #68)
41	Electric Utility Rate Structures (Target vol. 1 #4)
42	Emergency Medical Services (Bibliography #71)
43	Energy From the Ocean: Thermal & Tidal (Topic #9)
44	Energy From Vegetation (Topic #11)

Order Number	
45	Freshwater Wetlands (Topic #7)
46	Guide to Sources of Information on Current Legislative, Executive, and Judicial Activities of the States (Miscellaneous Publication/ Sources #2)
47	Laws, Regulations, and Court Cases on Regulating PCSs and Other Chemical Pollutants (Topic #4)
48	Long Term Care of the Elderly and Chronically Ill (Bibliography #73)
49	Mortgage Interest Rates (Target vol. 1 #3)
50	PCBs and Other Chemical Carcinogens in the Environment (Spotlight)
51	Prepaid Legal Services (Topic #5)
52	The Problem and the Economics of Regulating PCBs and Other Chemical Pollutants (Topic #3)
53	Residential Insulation (Topic #10)
54	A Selected List of Periodicals Related to Economic Development (Miscellaneous Publication/Sources #1)
55	Solar Energy: General (Topic #8.1)
56	Solar Energy: Economics and Legal Aspects (Topic #8.2)
57	Solar Energy: Federal Interest (Topic #8.4)
58	Solar Energy: State-Local Interest (Topic #8.4)
59	Solar Heated Buildings (Topic #8.5)
60	Solar Energy: Technology (Topic #8.6)
61	Solar Energy: Abstract Services & Bibliographies (Topic #8.7)
62	Solar Energy: Serials (Topic #8.8)
63	Source Material Relating to Legislation in the State of New York and Annotated Bibliography of Legislative History and Legislative Intent (updated) (Miscellaneous Publication/Sources)
64	Structure of the Judiciary (Bibliography #72)
65	Surplus School Space (Topic #6)
66	Variable Rate Mortgages (Bibliography #69)
67	Wind Power: General (Topic #12.1)
68	Wind Power-Economics & Technology (Topic #12.2)
69	Zero Base Budgeting and Sunset Legislation (Target vol. 1 #2)

1976

70	Bail Reform (Supplement to 1973 bibliography) (Bibliography #61)
71	Fire Arms Control, Pro and Con (Bibliography #60)
72	Funeral Practices and Costs (Topic #1)
73	Juvenile Justice (5 parts) (Bibliographies #'s 54-58)
74	Land Use Planning and Control (Target vol. 1 #1)
75	Licensing of Hearing Aid Dealers (Bibliography #67)
76	National Health Insurance (Bibliography #48)
77	Parole Reform, The Community and the Offender (Bibliography #59)
78	Probation (5 parts) (Bibliography #49)
79	Public and Private Pensions (Bibliography #73)
80	Solid Waste (Bibliographies #'s 64-66)
81	State Aid to Education Formula Revisions (Topic #2)
82	State Land Use Planning (Bibliography #62)

1975

Order Number	
83	Affirmative Action Ideas on the Employment of Women (Bibliography)
84	Alternatives to Nursing Home Care (Bibliography)
85	Day Care Services: Economics and Sociology (Bibliography)
86	Employment Discrimination Against Women, II (Bibliography)
87	Legislative Innovation (Bibliography)
88	Nursing Homes (Bibliography)
89	Pretrial Intervention for Adults (Bibliography)
90	Rehabilitation of Marginal Housing Stock (Bibliography in three parts)
91	The Use and Abuse of Methadone (Bibliography)

1974

92	Aid to Parochial Schools (includes 1971 bibliography) (Bibliography)
93	Campaign Finance (Bibliography)
94	Coastal Land Use (Bibliography)
95	Establishment and Administration of Narcotic Rehabilitation Programs (Bibliography)
96	Foster Care: Theory, Practice, and Innovation (Bibliography)
97	Human Research Subjects, Medical Ethics and Social Morality (Bibliography)
98	Insurance Industry Discrimination Against Women (Bibliography)
99	The Legislature of New York State (Bibliography) (New edition in February 1979)
100	Low Income Consumers (Bibliography)
101	Native American Rights (Bibliography)
102	Nuclear Power Plant Siting (Bibliography)
103	Reorganization of the Executive Branch of State Government (Bibliography)
104	Sentencing (Bibliography)
105	Solar Energy (Bibliography)

1973

106	Bail Reform (Bibliography)
107	Capital Punishment (Bibliography)
108	Consumer Credit (Bibliography)
109	Court Reform (Bibliography)
110	Judicial Selection (Bibliography)
111	The Land Use Control System (Bibliography)
112	Pensions: Public and Private (Bibliography)
113	Plea Bargaining (Bibliography)
114	Procedural Aspects of Juvenile Justice (Bibliography)
115	Property Tax (Bibliography)
116	The Rights of Children and Legal Infants (Bibliography)
117	Six or Twelve Member Juries (Bibliography)

1972

Order Number	
118	Automobile Liability Insurance (Bibliography)
119	Employment Discrimination Against Ex-Offenders (Bibliography)
120	Employment Discrimination Against Women (Bibliography)
121	Fire Arms Control Pro and Con (Bibliography)
122	Licensing of Automobile Mechanics (Miscellaneous Publication)

1971

123	Aid to Parochial Schools (Bibliography)
124	Euthanasia (Bibliography)
125	Gambling (Bibliography)
126	Lowering the Voting Age to Eighteen (Bibliography)
127	Tax Evasion (Bibliography)
128	Value-Added Tax (Bibliography)
129	Venereal Disease Control (Bibliography)

Cut along dotted line.

FOR USE OF NEW YORK STATE LEGISLATURE ONLY

TO: Legislative and Governmental Services
The New York State Library
Cultural Education Center, Albany

_____ (Date)

Please send the publications listed below to:

Name _____

Title _____

Office or Unit _____

Room No. _____ Bldg. _____ Location _____

Tel. ( ) _____ City (if not Albany) _____ Zip Code _____

Please fill in below Order Number of item wanted

FOR USE OF NEW YORK STATE LEGISLATURE ONLY

TO: Legislative and Governmental Services
The New York State Library
Cultural Education Center, Albany

_____
(Date)

Please send the publications listed below to:

Name _____

Title _____

Office or Unit _____

Room No. _____ Bldg. _____ Location _____

Tel. ( ) _____ City (if not Albany) _____ Zip Code _____

Please fill in below Order Number of item wanted

Cut along dotted line.

FOR USE OF NEW YORK STATE LEGISLATURE ONLY

TO: Legislative and Governmental Services
The New York State Library
Cultural Education Center, Albany

_____
(Date)

Please send the publications listed below to:

Name _____

Title _____

Office or Unit _____

Room No. _____ Bldg. _____ Location _____

Tel. ( ) _____ City (if not Albany) _____ Zip Code _____

Please fill in below Order Number of item wanted